

(Reference MWI 1280.1)

TO BE FILLED IN BY INITIATOR/REQUESTER

PROJECT:

FUNDING/BUSINESS OFFICE CONTACT/PHONE:

* Checking the QS box is mandatory for all Flight/GSE and qualification test. When the QS box is checked, route this form to the S&MA project representative for quality requirements before submittal to Manufacturing.

Other Project-Required Signature & Date

☐ PICK UP BY REQUESTER ☐ PICK UP OTHER THAN REQUESTER _____ / _____
☐ STORE FOR LATER ASSEMBLY ☐ NO DELIVERABLE END ITEM ORG. NAME / PHONE

REQUESTER CONTROL NUMBER:

DESCRIPTION OF WORK
(Identify Any Customer Supplied Material Here)

MECHANICAL FABRICATION REQUEST - CONTINUATION

[illegible]

MSFC FORM 3751 PREPARATION INSTRUCTIONS

BLOCK TITLE	BLOCK INSTRUCTIONS
MAKE OR BUY DECISION:	These fields are filled in by Fabrication.
NEED DATE:	Enter the realistic need date. If this need date cannot be supported, it is negotiated.
PROJECT:	Enter program/project nomenclature and/or project acronym for this work.
PROJECT FUNDING WBS OR POOL COST CENTER:	Enter the current and appropriate funding code for the project.
FUNDING/BUSINESS OFFICE CONTRACT/PHONE:	Name and phone number of person to contact for approving and transferring funds.
TYPE OF WORK:	Check the appropriate box for the type of work being requested.
QUALITY ASSURANCE (QA) COVERAGE:	<p><u>QS</u>: Mandatory for all Flight/GSE and Qualification Test. Requires project S&MA review prior to submittal to Manufacturing.</p> <p><u>NQS</u>: For limited in-house manufacturing contractor QA coverage and no S&MA QA coverage.</p>
S&MA REPRESENTATIVE:	S&MA fills in this area when the request is Quality Sensitive and checks the appropriate boxes for standard in-house manufacturing contractor quality requirements (QR), Government mandatory inspection points (GMIPs) assigned, and/or no GMIPs assigned.
DISPOSITION OF DELIVERABLE END ITEM (DEI):	Check the correct box to indicate if the completed item is to be picked up by the requester or by someone else (if someone else, provide name and phone number), stored for later assembly, or no deliverable end item (DEI). No DEI is checked when a service is performed or when the DEI is to be installed at another location.
REQUESTER/CONTACT NAME:	Type the name or the person to contact for additional information and who is responsible should a problem arise.
PHONE ORGANIZATION:	Type the phone number and organization of the contact name.
REQUESTER CONTROL NUMBER:	Enter any identification number utilized by the submitting organization for tracking this job.
ITEM:	Enter item number or separate task number sequentially.
QTY:	Enter the quantity required for each deliverable end item.
DESCRIPTION OF WORK:	Clearly define the tasks to be done. Identify items to be fabrication or modified by part number and nomenclature. List hardware/material that is going to be supplied to manufacturing for this job.
PRINT NAME AND ORGANIZATION CODE:	Print the name and organization code of the approver in this block.
SIGNATURE AND DATE:	Have the approver sign and date in this block.

NOTE: The initiator should be familiar with requirements in MWI 1280.1 before using this form.